

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

THIS POSITION IS OPEN TO CURRENT STATE EMPLOYEES ONLY

EMERGENCY OPERATIONS AND INFORMATION SERVICES COORDINATOR

Role Title: Emergency Coordinator III

Position #: 01018

Pay Band 5, Level I Hiring Range: \$42,614 - \$55,000 per year

Closing Date: December 15, 2015

The Department of Medical Assistance Services (DMAS) Office of Communications, Legislation and Administration (OCLA) has a unique opportunity for a professional to plan, organize, and coordinate agency emergency preparedness and disaster response activities. This position is responsible for Agency disaster preparedness training, preparing emergency plans and procedures, and organizing preservation and disposition activities involved in managing Agency records. Incumbent plans and coordinates records management activities in accordance with procedures established by the Library of Virginia State Records Center and Agency goals, and serves as back-up to Public Information Officer in response to Freedom of Information Act (FOIA) requests. Qualified applicants must have recent experience with and knowledge of FOIA and records management projects. Considerable experience with and knowledge of all phases of emergency management, state government, state and federal regulatory processes, and policy administration is preferred. Must have demonstrated ability to work independently, with minimal supervision, as well as work well with various teams and stakeholder groups. Requires proficiency with personal computers and word processing, spreadsheet, presentation, and database software applications. Must demonstrate excellent verbal and written communication skills and have experience explaining complex terminology and policies to the general public; interacting with advocacy groups, stakeholders, boards, recipients, and government officials. Completion of the FEMA Professional Development Series (PDS) and AEM/CEM certification through the International Association of Emergency Managers is strongly preferred. Bachelor's degree or higher in related field preferred, as well as relevant experience with emergency planning, FOIA issues in health care, public administration, state Medicaid administration and organization, political science, law, or related field; however, an equivalent amount of relevant experience may substitute.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA